
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

July 10, 2015

ADMINISTRATIVE ASSISTANT—(Oldham County—KY State Reformatory)—Grade 9—
(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three
years of experience in business, administrative work, research, or clerical experience. College
will substitute for the required experience on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST III—(Oldham County – Kentucky State Reformatory-
Education)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate
of a college or university with a bachelor's degree. Must have three years of professional,
administrative or business experience. Additional education will substitute for the required
experience on a year-for-year basis. Additional administrative, business, research and/or
clerical experience will substitute for the required education on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST III—(Oldham County – Kentucky State
Reformatory)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:**
Graduate of a college or university with a bachelor's degree. Must have three years of
professional, administrative or business experience. Additional education will substitute for the
required experience on a year-for-year basis. Additional administrative, business, research
and/or clerical experience will substitute for the required education on a year-for-year basis.

**CLASSIFICATION & TREATMENT OFFICER I—(Oldham County —Kentucky State
Reformatory)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:** Graduate of a
college or university with a bachelor's degree.

**CLASSIFICATION & TREATMENT OFFICER I—(Shelby County – Kentucky
Correctional Institute for Women)—Grade 12—(\$2427.44 - \$3215.72) MIN
REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

**CORRECTIONAL LIEUTENANT- (Shelby County – Kentucky Correctional Institute for
Women) Grade 11—(\$2750 - \$3118.28) MIN REQUIREMENTS:** High school graduate.
Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work
dealing with the rehabilitation of offenders. An associate's degree from a college or university in
corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of
the required non-supervisory experience. A bachelor's degree from a college or university in
corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of
the required non-supervisory experience. Must be 21 years of age.

**CORRECTIONAL LIEUTENANT- TWO Positions - (Oldham County – Kentucky State
Reformatory) Grade 11—(\$2750 - \$3118.28) MIN REQUIREMENTS:** High school graduate.
Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work
dealing with the rehabilitation of offenders. An associate's degree from a college or university in
corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of
the required non-supervisory experience. A bachelor's degree from a college or university in
corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of
the required non-supervisory experience. Must be 21 years of age.

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July 14, 2015

CORRECTIONAL LIEUTENANT- (Lyon County – Western Kentucky Correctional Complex) Grade 11—(\$2750 - \$3118.28) MIN REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— (Oldham County –Kentucky State Reformatory) Grade 10—(\$2500 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age

CORRECTIONS UNIT ADMINISTRATOR I—(Morgan County – Eastern Kentucky Correctional Complex) —Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR II—(Morgan County – Eastern Kentucky Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED COORDINATOR-(Oldham County- Kentucky State Reformatory) Grade 11- \$2206.92 - \$2923.38 MINIMUM REQUIREMENTS: : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

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ELECTRICIAN LICENSED SUPERVISOR—(Oldham County—Kentucky State Reformatory)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I—TWO Positions - (Franklin County – Central Office/Offender Information) Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Bullitt County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PLUMBER LICENSED—(Oldham County—Kentucky State Reformatory)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: Must be licensed as a journeyman plumber by the Department of Housing, Buildings and Construction.

PLUMBER LICENSED SUPERVISOR—MAY COME IN UP TO MID-POINT -(Boyle County—Northpoint Training Center) Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

POSTAL TECHNICIAN I—(Shelby County – Kentucky Correctional Institute for Women)—Grade 9—(\$1823.90 - \$2416.22) MIN. REQUIREMENTS: High school graduate. Must have a valid driver's license.

SOCIAL SERVICE CLINICIAN I—(Elliott County – Little Sandy Correctional Complex) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

SOCIAL SERVICE CLINICIAN I—(Lyon County – Western Kentucky Correctional Complex – Mental Health Branch) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2200 - \$2,416.22)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.